

Clone an existing 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*

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) an existing approved risk assessment from the WHS risk register.

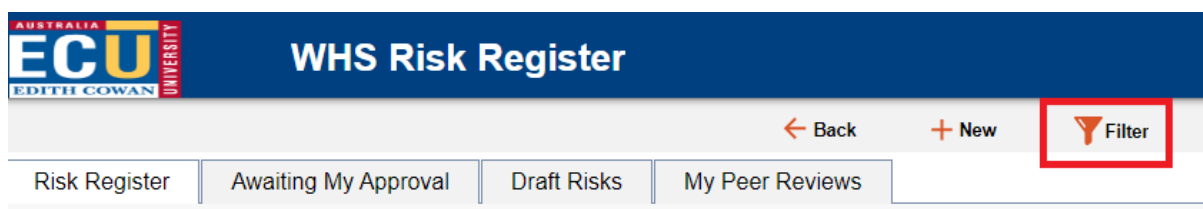
This function is useful where areas or locations have similar risks and, rather than create a brand new risk assessment would prefer to copy an existing risk assessment and make changes to reflect the current situation.

To clone an existing risk assessment:

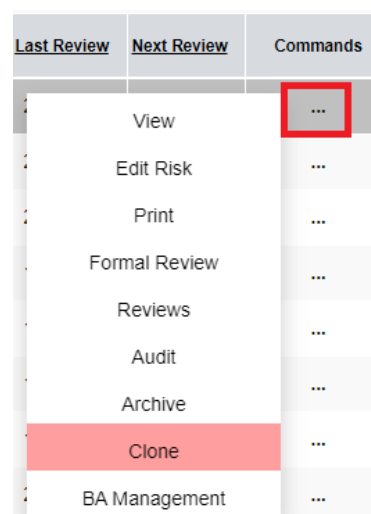
1. Navigate to the [WHS Risk register](#) and find the Risk Assessment you wish to clone.



TIP - Use the Filter function to identify the risk assessment in the Risk Register by applying filters including key words, risk factors, risk owner, business unit and locations. (click apply once you have selected your filter criteria)



2. Select the three dots under commands next to the Risk Assessment you wish to copy, then click "Clone".



- 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

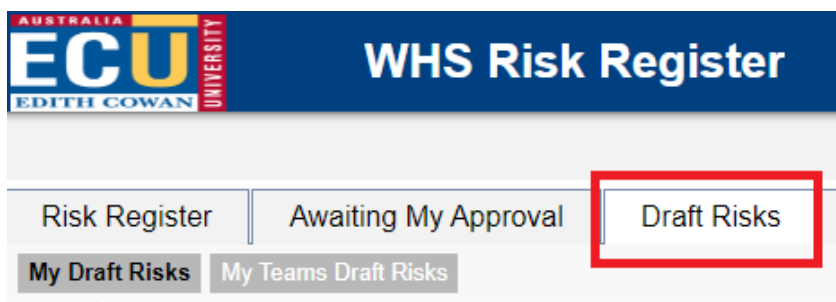


Risk Cloned and has been placed in your Draft Risks for completion

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

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



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.

Please refer to the "create a new risk assessment" information sheet for further instructions on how to create risk assessments and the associated features.