

Upload a hard copy audit / inspection into Riskware

A hardcopy Workplace Inspection template is available on the ECU WHS Website below:

<https://intranet.ecu.edu.au/staff/centres/human-resources-service/our-services/work-health-safety-and-wellness/workplace-inspections>



After completing a hard copy inspection, it may be uploaded into Riskware to be approved, assign actions and maintain records.

Before uploading a hard-copy inspection, you must schedule the hardcopy inspection in Riskware and provide some basic information.

A) Scheduling a new Audit / Inspection

1. Navigate to the “[Schedule new inspection](#)” section in Riskware using the hyperlink OR click “Schedule” in the Audit/Checklist Register on the Riskware homepage (available under Easy Logins on the Staff Portal)

Good afternoon Paige

- You have 2 Tasks to perform.
- You have 2 Audits to conduct.
- You have 1 Open Hazard.
- You have 1 Open Incident.

Incident/Hazard Reporting
Incident/Hazard Reporting

Incident/Claim/Hazard/Case Register
View and manage reported Incidents/Claims/Hazards/Cases

Safety Risk Register
View and manage WHS Risk Assessments

Audit / Checklist Register
Manage and schedule Audits & Checklists

RBHS Applications and Approvals Register
Create and Manage Radiation, Biosafety and Hazardous Substances Applications

Facility Register
View Location Facilities

Certifications
Maintain certifications and training

Fieldtrip, Event or Travel
Request a Fieldtrip, Event or Travel

Checklists & Inspections
Perform checks and inspections.

Analyse Data
Analyse my data

Audit Setup
Configure and maintain Audits

Audit / Checklist Register

← Back **Schedule** Filter Refresh Export Help

Audit Register Audits Requiring Action Audits to Conduct Checklists & Inspections

New Open Completed Cancelled All

Group Audits by: Schedule Name

Ref.	Status	Auditor	Auditee	Location	Business Unit	Compliance	Planned Start Date	Planned Comp Date	Commands
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- Name this instance of your Audit / Inspection in the “Schedule Name” field.
- Select the “**Uploading of a paper based workplace inspection or audit form**” template and click “Add”

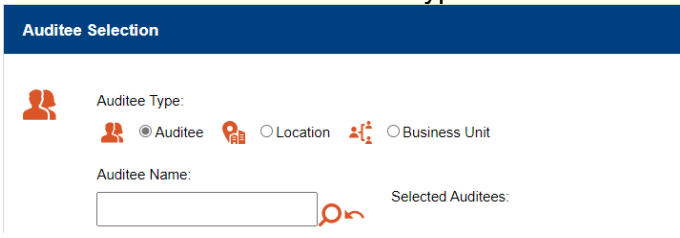
* Audit Name:

Test Add WHS to Inspections
test template
Uploading of a paper-based workplace ins

Add >>
<< Remove

WHS Workplace General Inspection V1.1

- Enter a planned start date and completion date
- Select the “Person” audit workflow
- You will now be able to enter the Audit / Inspection details. Search for the relevant name and location using the field search buttons  and complete the fields as follows:

Field	Requirements
Auditor Selection	Select the name of the person completing the audit / inspection
Auditee Type	Select “Auditee” as the Auditee type 
Auditee Name	Select the relevant Manager of the relevant area you are completing your Audit / Inspection for. The Location and Business Unit fields will automatically update
Location & Business Unit	Update the Location to the specific area you are completing the Audit / Inspection for and check the Business Unit is correct. (These fields will automatically update to the relevant Campus & Business Unit one you select the auditee) but the location needs to be updated to a more specific location.
Click Add. Once the above fields have been completed, click “Add” (the relevant information will be saved and the Manager’s name will move to the selected Auditees field)	

Auditee Selection	
<p>Auditee Type:</p> <p> <input checked="" type="radio"/> Auditee <input type="radio"/> Location <input type="radio"/> Business Unit </p> <p>Auditee Name:</p> <p>Paige NEWTON</p> <p>*Location:</p> <p>Joondalup</p> <p>Business Unit:</p> <p>Safety and Employment Relations</p> <p> <input type="button" value="Add"/> <input type="button" value="Clear"/> </p> <p>Additional Individuals</p> <p></p> <p>Selected Auditees:</p> <p></p> <p><input type="button" value="Remove"/></p>	
Corrective Actions Coordinator	This should usually be selected as the person completing the audit/inspection unless there is an agreement for a separate allocated person to assign these. This person will be responsible for assigning actions from the Audit/Inspection.
Audit Approver Selection	Select the Manager of the area of the location that is being audited / inspected, this person will approve / sign off the Audit/inspection in the system.

- Submit the Audit / Inspection. This will now be available to be selected under "[Audits to Conduct](#)" in the Riskware Audit / checklist register. The next section provides information on completing the Audit / Inspection template and uploading your hardcopy.

B) Uploading the hardcopy Audit / inspection

After the Audit / Inspection has been scheduled as per the start of this guide, please follow the below instructions to upload the hardcopy of your Audit / Inspection:

- 1) Under “[Audits to Conduct](#)” in the Audit / Checklist Register, click view audit on the relevant Audit / Inspection you have scheduled for completion

Audit Register Audits Requiring Action Audits to Conduct Checklists & Inspections									
New		Open	Completed	Cancelled	All	Group Audits by: Schedule Name			
Ref.	Status	Auditor	Auditee	Location	Business Unit	Compliance	Planned Start Date	Planned Comp Date	Commands
DAR Workplace Inspection May 2023									
384	Not Started				Office of Development and Alumni Relations	0%			View Audit Business Administration Management Transfer Show Status
Information Management & Archive Services JO26.107 IMAS Store room									
386	Awaiting Actions			Joondalup Building 26 Level 1	Edith Cowan University	100%			
JO5.141 JO5.143 JO5.137 JO5.139 JO5.237									

- 2) Click attach within the audit / inspection template to attach your hardcopy inspection

Audit 42- WHS Workplace General Inspection V1.1

Back
 Save
 Submit
 Print
 Cancel
 Template
 Attach
 Non-Conformant
 Help
 Status

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Information

WHS General Workplace Inspection

Business Unit and/or Location

*Location:

- 3) Complete any remaining fields and note if there are any outstanding corrective actions resulting from your inspection / audit. This allows actions to be actively tracked and assigned within the Software.

Are there any hazards noted on the workplace inspection that require corrective actions?

- ☐ Yes
☐ No
☐ N/A

Findings/Observations

Evidence Sighted

Add Attachment



If you have multiple corrective actions you may wish to transfer the information into the online WHS General Workplace Inspection.

ABC
✓

ABC
✓

4) Once completed, click submit



This will now be submitted to the Corrective Actions Coordinator to be assigned the actions to the relevant person.