

How to navigate the WHS Risk Register

The WHS Risk Register

The screenshot displays the Riskware Enterprise Risk Intelligence Software interface for the WHS Risk Register. The interface is divided into several sections:

- Information Panel (A):** Located on the left, it contains general information about the risk register and a FAQ section (B).
- FAQ (B):** A list of frequently asked questions related to the risk register, such as "How do I create a WHS risk assessment?" and "How do I search for a specific risk assessment?".
- Toolbar (C):** A horizontal bar at the top of the main content area containing icons for Back, New, Filter, Refresh, Print, Export, and Help.
- Main Content Area (D, E, F):** A table displaying risk assessments. The table has columns for Ref., Risk Assessment, Risk Owner, Business Unit, Affected Area, Risk Assessment (Current and Residual), Last Review, Next Review, and Commands. The table is filtered to show "Active" risks. The table contains 10 rows of data, with the 10th row (Ref. 92) highlighted in blue.



**Note – the page view may vary depending on your security privileges.
E.g. Administrators will see additional functions compared to general users.**

A. Information Panel

General information related to the WHS Risk register as well as answers to the FAQ's (see B) are displayed in this area.

B. FAQ (Frequently Asked Questions)

Common questions are displayed here to provide help for particular questions related to the WHS Risk Register and related pages.

To access a FAQ click on the appropriate question and the answer will be displayed in the Information Panel (A).

C. Toolbar

The toolbar consists of various options that are available on the WHS Risk Register.

	Return back to the previous page
	Create a New Risk Assessment
	Filter the Risk Register
	Refresh the Risk Register to display any new risks
	Delegate your Authority to another user
	Print the Risk Register
	Export the Risk Register
	Online Help

D. Risk Register Tabs

This area displays tabs showing risks in various stages of the creation, review and approval cycle.

Risk Register tab	displays approved risk assessments
Awaiting My Approval tab	displays risk assessments allocated to you for review and approval
My Draft Risks tab	displays risk assessments you have created that are in draft stage and have not yet been submitted for approval
My Peer Reviews tab	displays risk assessments you have been invited to peer review

E. Risks

This area displays high level details of the WHS Risk assessments.

Double clicking on the risk assessment title, or clicking on the “View risk”  icon in the Commands column will display the risk assessment details in full and allow the risk to be edited if you have the appropriate permissions.

F. Commands

This section provides various options available to help you manage your WHS Risk Assessments. The Command icons displayed depend on your security privileges.

	View Risk details (same as double-clicking on the risk)
	Print the risk assessment details
	Conduct a formal review of the risk assessment

	View the history of the risk assessment formal reviews in chronological order
	View the audit trail for the risk assessment
	Archive the risk assessment
	Clone (create a copy of) a risk assessment