

### How to navigate the WHS Risk Register

### The WHS Risk Register

riskware	E r Int	nte sellig	rprise Aisk Jence Software								EC
rmation								Home	2 My Tasks (	(1) 🍻 Analysis	Maintenance 🌯 Eeedback 🟭 Logo
	Back	Nev	y Filter Refresh	Print Export	Help C						WHS Risk Register
current approved ri assessments. "My D	Risk Register Awaiting My Approval My Dra Active Archived All			Type: - All -		V Affected Area: - All -			Show 20 V Risks per page		
a not yet been submitted or approval. "My Peer	Ref.		Risk Assessment	Risk Owner	Business Unit	Affected Area	Risk As Current	sessment Resid	Last Review	Next Review	Commands F
eviews" tab displays risk sessments awaiting your view. If you are a Manager	102		CLONE Initial risk level test	PAN Support		Organisation wide	Mode	Low	12/09/2018	12/09/2019	
pervisor you will also see "Awaiting My Approval" which will display risk	99	~	Testing WHS Initial Risk Level - Group Email	Ен	Human Resources Service Centre	Joondalup.Buil	High	High	31/08/2018	30/09/2018	
essments requiring your approval.	98	~	Peer review test email - UAT 2	Martha CAVANAGH	Safety and Employment Relations	Joondalup.Buil	Extre	Extre	31/08/2018	7/09/2018	
	97		TASK test 1	PAN Support		Organisation wide	Mode	Low	27/08/2018	27/08/2019	
do a creat	96		CLONE Initial risk level test	PAN Support		Organisation wide	Mode	Low	28/08/2018	28/08/2019	
do I find the risk	95	~	Test - high	PAN2 Support		Organisation wide	High	Not Rated	26/08/2018	26/09/2018	
ssment Lentered, hanged the Risk	94		Test 3 - substantial	PAN2 Support		Organisation wide	Subst	Not Rated	26/08/2018	26/02/2019	
do I search for a	93	~	Test 2 Risk level extreme	PAN Support		Organisation wide	High	Not Rated	26/08/2018	26/09/2018	
ic risk sment?	92		Initial risk level test	PAN2 Support		Organisation	Mode	Low	26/08/2018	26/08/2019	
assessment? How do I copy and edit	97		Initial nsk løvel test	PANZ SUDDOT		Prev Next	Mode	LOW	20/08/2018	26/08/2019	

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.

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	Return back to the previous page			
	Create a New Risk Assessment			
	Filter the Risk Register			
5	Refresh the Risk Register to display any new risks			
and the second se	Delegate your Authority to another user			
	Print the Risk Register			
Export	Export the Risk Register			
0	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

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	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