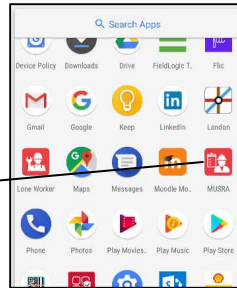




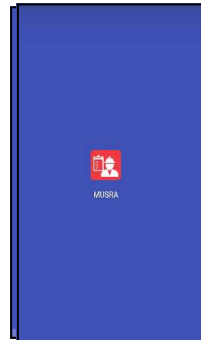
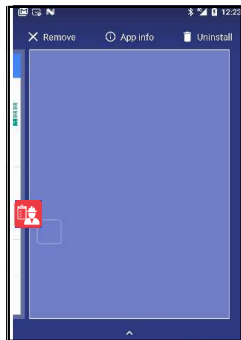
Installing the App

The application will be downloaded to your device by the IT Department.

- If it is not installed on your "Home Page" Check your Apps Folder to find the icon.

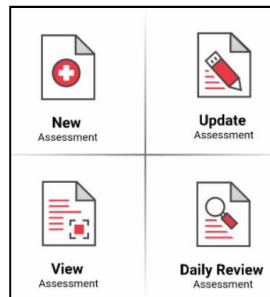


- Press and hold the icon in your apps folder and drag it to the Home Screen of your device. You need to be able to set this app easily, so put the icon on a screen that you use a lot.



Tap the MUSRA icon to open the app.

Once open you will see this "Home Page"



2

MGroupServices



New Assessment

Tap the New Assessment icon to begin a new Risk Assessment. Fill all of the fields in that are marked with an asterisk (*).

are marked with an asterisk (*).

Some are typed and some are pick lists like the Contract field.

Once you have done that you need to select all of the categories of "Persons" affected by the activities.

You can tick as many as required.

Click **Next**.

You can now see the minimum Risk Policies to which you should adhere. Scroll through the list to view them. Click **Yes** to Accept or **No** to Reject at the bottom of the screen.

You MUST not continue if you select No.

Contact your Supervisor.

3



Hazard Recording

If you tapped Yes, you will see a list of standard risks that need to be checked.

Click onto the items that apply and set the level of **Severity** and **Probability of Injury** by tapping the **Low**, **Medium** or **High** options.

Click **Done** once you have select the correct options that apply to that particular risk.

That will take you back to the list of hazards.

Repeat for each category that applies.

Anything flagged as Medium or High risk will

require you to take a photo or short video.

The video is limited to 10 seconds.

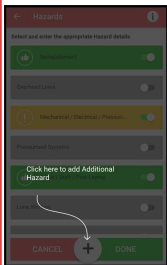
Tap the **Photo** or **Video** icons to complete the action.

Click **Done** once complete.

4

MGroupServices

Other Hazards



If you tap the **i** button you will see a tip telling you where to go to add additional hazards not shown in the initial list.

Tapping the screen will clear the help marks.



To add additional hazards, tap the **Plus** button at the bottom of the screen.

You will need to Give the hazard a **Name**, **Description** and indicate the **Control Measures** you have put in place to ensure the risk is minimised. Click **Add Hazard** once you have completed all of the fields.

Once you have listed all of the hazards, you need to click the **Done** button at the bottom of the screen. You then need to enter the names of those on site or any visitors to the site.



If the Hazard is "Excavation", there are additional fields to complete. Type the address of the excavation in the Excavation Location field.

Continue with excavation in a methodical way based on knowledge, skills, training & experience

Click **Done** when complete.

Visitor Book



Tap **Team Member** or **Visitor** and enter their **Name** into the name field. The person **MUST** sign the screen in the **Signature** field and **Accept** the hazard entries in the Risk Assessment. Click **Submit**

If all of the hazards display as green "Low" risk you will then see this screen. **Select** the **Names** of the people, tap **Yes** to continue.



IF THERE ARE YELLOW "MEDIUM" RISKS OR RED "HIGH" RISKS LISTED YOU WILL SEE A FINAL SCREEN SIMILAR TO THIS AND WILL BE REQUIRED TO STOP WORK AND CONTACT YOUR SUPERVISOR OR LINE MANAGER.

Risk Assessment App Version 0.3.5 for Android Adding a New Risk Assessment



The Risk Assessment App has been designed to record all of the recordable risks upon arrival at a site.

It will take you through the recording of the risks and the has the ability to update risk and provides views of the risks and even a daily risk log.

The app will be installed by the IT department and will display the icon shown above on your phone once the installation is complete.

THIS GUIDE EXPLAINS THE ADDING OF A NEW RISK ASSESSMENT.