# Tan the

#### **Update Assessments**

Tap the **Update Assessment** icon on the "Home" page of the MUSRA app.

If your
Jobs have a hazard
with a Name of
Excavation then
you will see this
screen allowing you
to update the RA or
add Excavation
Measures.





If not you will just see Update risk assessment.

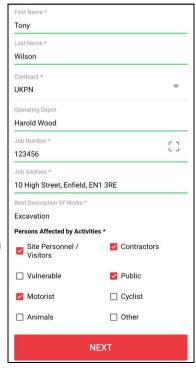
Both items are displayed in Job

number order.

To Update an existing RA, tap the **Job Number** you wish to open.

The RA will open to the initial screen you completed when starting the new RA.

If this is correct, the click the **Next** button at the bottom of the screen.





#### **Update Assessments**

Tapping **Next** will take you to the minimum standards screen. Tap the **Yes** button to continue.





will take you through to the hazards screen.



You can update the hazards at any time by tapping on them and resetting the risk levels as shown in the New Risk Assessment guide.

Note the Excavation hazard in this example.

This is required if you wish to add measures to the record.



Select existing site personnel / visitors

Tony Wilson

Once you have finished updating the hazards, click the **Done** button.

You will now see the Visitors Book. Select the names of those on site and click **Yes**.

You will be asked if you wish to add anyone else to the site.



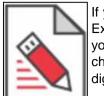
I confirm that all site personnel / visitors have been informed of the Hazards, Control measures and Residual Risk associated with these works

NO YES

Click Yes to add people

and No to continue.

### **Update Excavations**



If you have added an Excavation hazard, your Update icon will change to display the digger bucket.



Update excavation



To add

further Excavation assessments, click the **Update excavation** button.

← Update Excavation

123456
10 High Street, Enfield, EN1 3RE

Tap the Job Number required.

You MUST enter

the **Location** of the excavation and then select the risk levels associated to the excavation categories listed.

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

Click **Save** once done.



Stop work and implement appropriate control measures to prevent collapse
Select Control Measure to Continue \*

Trench support
Batter back
Abandon and Reinstate

Med / High risk "Stop" message stating measures to be taken. Click **Done** for either option.

Potential for Instability \*

1900H LOW

Traffic Loading \*

162AY Measured Light

Potential for Undermining \*

VYES NO

Safe Access / Egrees \*

NO VYES

Continual Devokating required \*

VYES NO

Surrounding Shructure(Walls, Poles, Lamp columns etc) \*

4 50084 \* \$1009 Poles, Lamp columns etc) \*

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#### **Update Work Location**

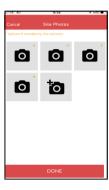




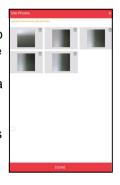
Once the work has started, the Work Location risk assessment will need to be updated.

Check the levels of the Additional Control Measures and click the Done button

You will be required to take four site photographs (there is an additional one if you require it).



Tap the photo icon and take the photo. You will see a thumbnail image once the photo has been saved.



You will be returned to the Hazards list, where you

will see the updates items marked in green with a thumbs up symbol.

Tap the Done button to continue.



Complete the Visitor book information and Submit the form.

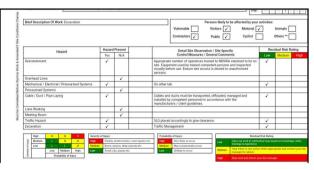




#### View Assessment

Select the Job Number you wish to view from the View Assessment menu. The report is then rendered into a risk assessment sheet.





The report is then generated. Risk Assessment first. Scroll up to see the Visitor Book next. Scroll up to see the Excavation section next.

## **Daily Review**

Select the Job Number you wish to view from the Daily Review menu as shown before.

You will then see the list of the risks recorded for that particular Job Number.

The review lists the hazards, so you can update any of them if required or accept the current risk levels.

Click Yes to accept the current risks or click No to go to the Update Risk assessment screens as shown overleaf.

Once you tap yes you will be taken to this Confirmation screen.

From here you can check another Assessment or return to eh Home Page.

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# **Risk Assessment App**

Version 0.3.5 for Android **Updating and Viewing Risk Assessments** 



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 UPDATING AND VIEWING OF RISK ASSESSMENTS.

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