

UTS Online Risk Register

A number of specific risk management processes are available at UTS for different activity/hazard types. These are listed on the [UTS Safety and Wellbeing website](#). The [Online Risk Register \(ORR\)](#) is useful for helping manage risk assessment for all other types of activities, such as a collection of risk assessments in a laboratory. The ORR can also be used to create a risk register for use in other risk management processes e.g. in a research Risk Management Plan.

Anyone at UTS can view the risk register contents, however a login is required to be able to create and edit risk assessments. The login is NOT your UTS login. You will need to contact S&W to obtain a special login for ORR.

UTS managers and supervisors who control areas where health and safety hazards exist have a responsibility to:

- identify all hazards,
- assess the risk of these hazards, and
- take action to eliminate or minimise the risk.

Tasks that involve hazards must have a WHS risk assessment to work out the best strategy to mitigate any risks. The ORR allows managers and supervisors to keep track of risk assessments (RA). It guides them through the process of creating a RA and its accompanying Safe Work Method Statement (SWMS). The RAs can then be printed out as a table, or register, to keep in the work area, such as a laboratory or workshop. SWMS can also be printed.

In the ORR, RA are categorised in two ways - by physical location OR by operation type.

Facility Location - holds a collection of tasks in places like laboratories, workshops and other hazardous facilities. It is the responsibility of the person who manages the facility to maintain these RA. This is the most common way of categorising risk assessments.

Operation/Project - holds a collection of tasks that cut across physical locations and are the responsibility of a nominated responsible person to maintain. This is useful for tasks that are not unique to a physical place. e.g. moving gas cylinders

Searching Risk Assessments

Search By:

Facility Locations	Operations/Projects	Supervisors	Keyword Search
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Faculty/Unit

Select any one

Building

Select any one

Room No. / Name

Select any one

Search

Clear Form

You can search all the RA in all areas of UTS by either one of these methods:

- Facility locations
- Operations
- Supervisors
- Keyword search *

This returns a list of all the RA based on your search criteria. Each line in the risk register table is its own RA. Each RA is given a unique number and has a review date. If the review date is shown in red text then it is past expiry date and must be reviewed.

Where a RA has a SWMS, a link to the SWMS will appear in the far right hand column. Clicking on this will allow you to view and print the SWMS.

Within each table header is shown the number of current RA for a location or operation.

*Keyword search allows you to search by a term in the RA task name or to search by the RA number. Each RA has a unique number that can be searched. This number appears on risk register printouts and SWMS.

UTS Risk Assessment Overview

This table gives a snapshot of the number of current, or not-expired, RA in each faculty and unit. This is useful for faculty and unit Health and Safety Performance Reporting (Dashboard Reporting).

A value is shown for both Facility RA and Operation/Project RA in each area. Clicking on the faculty/unit name returns a search of all RA in that area.

Clicking on the “By Facility/Operation” tab allows you to search individual locations.

UTS Risk Assessment Overview

By Faculty **By Facility/Operation**

Show 10 entries Search:

Facility Name/Number or Operation	Current RA	Total RA	% Current
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My Risk Assessments

To edit and create risk assessments and SWMS, login and a new tab will appear, called “My Risk Assessments”. Note that login is NOT your UTS login, you will need a special login for ORR. If you need a login or have forgotten it, please contact S&W at safetyandwellbeing@uts.edu.au.

Search By:

Facility Locations Operations/Projects Supervisors Keyword Search **My Risk Assessments**

Faculty/Unit: **Faculty of Science**
Supervisor Name: **Bill Booth**

Facility

Operation/Project

You can search risk assessments by either **Facility** OR by **Operation/Project**. If you have any risk assessments under either of these two categories, they will appear in the menu.

Print Preview - A printable version of your risk register based on your search that can be printed off, signed and dated.

- Edit - Review, update and save your RA. When you save, the review date will be updated.
- Copy - You can copy a RA to any of your locations.
- Archive - This send the RA to archive. If the assessed task is no longer performed, archiving the RA will move it to an operation/project called Archive. When it is archived the RA is no longer counted in you overview of completed risk assessments. You can always copy the RA back to a location.

Create Risk Assessment

Click on the “Create Risk Assessment” button at the bottom right to create a new RA for one of your locations or operations.

Search By:

Facility Locations	Operations/Projects	Supervisors	Keyword Search	My Risk Assessments
Faculty/Unit: Faculty of Science				
Supervisor Name: Bill Booth				
Facility	Select any one			Generate Facility Report
Operation/Project	Select any one			Generate Operation/Project Report
				Clear
				Create Risk Assessment

If you need a new Facility or Operation/Project created for you, please contact S&W. Once this is done, that area will appear in the menu.

The RA form takes you through the 4 steps of creating a RA.

Enter the details of the new Risk Assessment

RA Number 1974

Faculty/Unit			
Facility	Campus City Broadway	Building	Room Number/Name
Supervisor Name			
Assessor / Reviewer:		Date Last Modified (dd/mm/yyyy)	2/3/2016
Persons Consulted			

NOTE: All risk assessments should be performed in consultation with staff involved with the task.

(1) Describe briefly how the task is performed

Task Description:	
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(2) Select hazards relating to task.

Select from the menu below all of the hazards that apply to the task.

NOTE: Lists of hazards appear when you put the cursor over this menu. When you click on one it appears in the text box below.

WORKING ENVIRONMENT	ERGONOMIC / MANUAL HANDLING	PLANT	ELECTRICAL	CHEMICAL	BIOLOGICAL	RADIATION
Noise	Vibration	Compressed Gas	Lifts	Hoists		
Cranes	Sharps/Needles	Moving Parts (Crushing, Friction, Stab, Cut, Shear)	Pressure Vessels and Boilers			
List hazards below either by using the menu above or typing directly into the text box.			Describe here inherent risks of the task: <u>How</u> these hazards cause harm <u>What</u> sort of injury/illness might occur?			
Do the hazards you have selected have the potential to cause death, or serious injury / illness (causing temporary disability)? YES <input type="radio"/> NO <input type="radio"/> If they do, then a Safe Work Method Statement (SWMS) must also be recorded.						

1) Make sure the task description is meaningful to others (and yourself) who may read the risk assessment later.

2) Hazards can be selected from the interactive menu by clicking on the hazard. This populates the hazard box below. You can edit this or add your own free text.

You must then describe the inherent risk. Think about and note: What can go wrong? How can harm occur to persons involved in the task or others who may be affected? What sort of injuries might happen?

Then note if a SWMS is required. You can elect whether to create SWMS, but you must create one if you are dealing with hazards in a way that have the potential to cause death, or serious injury or serious illness.

(3) Select safety control measures to make task safe

Select the safety control measures needed to minimise the risk of harm. List the Safety Control Measures that are both 'currently in place' and 'proposed'. NOTE: Lists of safety control measures appear when you put the cursor over this menu.

ELIMINATE / ISOLATE / SUBSTITUTE / ENGINEERING CONTROLS	ADMIN. SPECIFIC: ASSESSMENTS / LICENCES / WORK METHODS	PERSONAL PROTECTIVE EQUIPMENT (PPE)	EMERGENCY RESPONSE SYSTEMS
Safety Control Measures			
Currently in Place and Proposed	Currently In Place	OR Proposed Implementation Date	Remove
If you cannot find the desired control in the menu, you can add your own by clicking 'Add Row'.	Tick the checkbox when the safety control measure is in place.	You must enter proposed implementation date for proposed safety control measures.	Click remove to delete this row.
<input type="text" value="- Hard Hat"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Add Row			Remove

(4) Assess level of residual risk

Use the risk matrix below as a guide to assess the level of risk, based on the hazards identified above and the way that the task is done with safety control measures that are in place.

		CONSEQUENCE					
		● Insignificant	● Minor	● Moderate	● Major	● Catastrophic	
		Non-injury incident	Injury/ill health requiring first aid	Injury/ill health medical attention	Injury/ill health requiring hospital admission	Fatality or permanent disabling injury	
		Minor effects on biological or physical environment	Moderate short term effects but not affecting ecosystem functions	Serious medium-term environmental effects	Very serious long term impairment of ecosystem functions		
LIKELIHOOD	Almost Certain ●	The event will occur on an annual basis	High	High	Extreme	Extreme	Extreme
	Likely ●	The event has occurred several times or more in your career	Medium	High	High	Extreme	Extreme
	Possible ●	The event might occur once in your career	Low	Medium	High	Extreme	Extreme
	Unlikely ●	The event does occur somewhere from time to time	Low	Low	Medium	High	Extreme
	Rare ●	Heard of something like this occurring somewhere	Low	Low	Medium	High	High

If risk level is high or extreme, then add more control measures in step (3).

[Save Risk Assessment](#)
[Edit SWMS](#)
[Delete Risk Assessment](#)

3) Select control measures to mitigate the risk. These are arranged in the interactive menu according to the hierarchy of controls. Emergency response options are also listed. Choose priority 'controls' such as isolate or engineering control over PPE.

Selected controls will appear listed below. For each, note whether the control has been implemented or if it is proposed, note the date proposed.

4) Finally, rate the level of residual risk using the standard risk matrix. Residual risk is the risk level after controls are in place. It must not be high.

- **Low risk** must be reviewed at least at least every three years.
- **Medium risk** must be reviewed at least annually.

All risk assessments must be reviewed if there are changes made to the way the task is performed.

Don't forget to click Save Risk Assessment.

Safe Work Method Statement (SWMS)

Details of your risk assessment will be carried across to the SWMS. Write the work activity steps to describe in a meaningful way how the job is done safely, with reference to control measures selected. There is some default text to help you get started.

The purpose of the SWMS is to describe to others how to perform the task safely. It should then be used during training and as a later reference.

Work Activity steps

— These "Work Activity Steps" can be edited directly.

<p>BEFORE YOU START: e.g.inspection or maintenance checks</p> <p>STEPS IN WORK ACTIVITY (Noting how job is made safe as per the above Control Measures): (1) (2) (3) etc ...</p> <p>EMERGENCY PROCEDURES: Dial 6</p> <p>Certificates/Licensing/WorkCover Permits Required:</p> <p>Training Required:</p> <p>Codes or Standards Applicable:</p>
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Click on Print Preview to open a printable version. The printed SWMS is often posted or kept near where the hazardous task is performed. Sign the printout and date. Note the risk assessment number in the top right corner.

Copy and Archive

After logging in and clicking on the My Risk Assessments tab, perform a search to see the editable risk register based on your search

Click "Copy" in the left most column of the register to copy the risk assessment to another location or operation that you have been allocated responsibility for. You can now edit this new risk assessment.

Click "Archive" to send RA to archive. These can be unarchived later by copying to another location.