

GSafe

WHS RISK REGISTER

INSTRUCTION MANUAL

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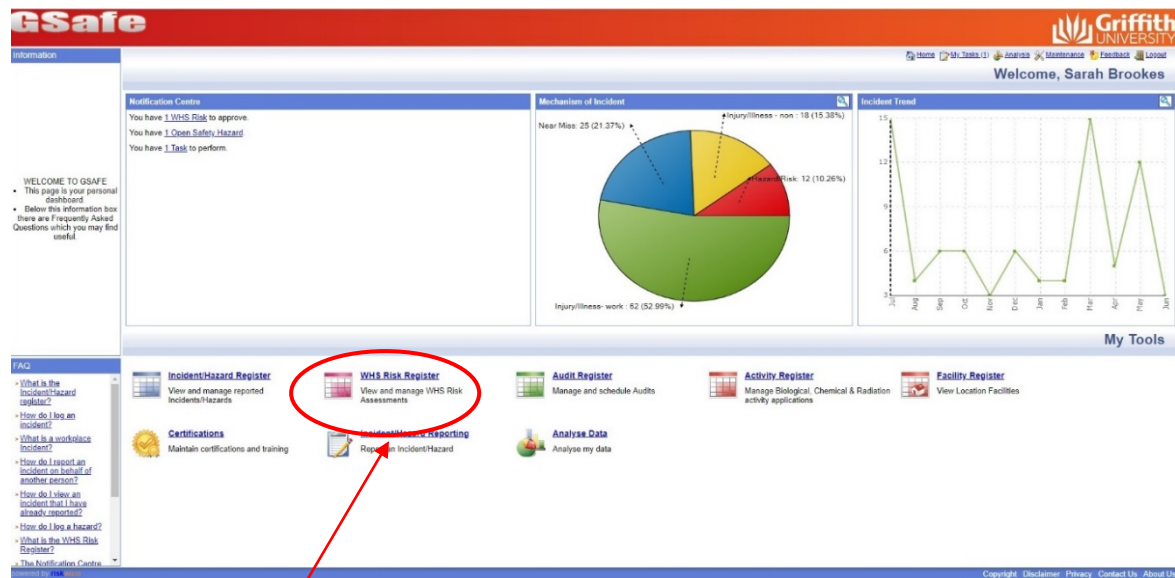
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PART 1 Accessing the Risk Register

Log in to GSafe through the Health, Safety and Wellbeing site or through the portal under Key Services. A dashboard will appear similar to the picture below. Dashboards will differ depending on your access.



 **WHS Risk Register**
View and manage WHS Risk Assessments

On the “dashboard” there is an icon to access the WHS risk register module, click on it to view and manage WHS risk assessments.

The following page will appear, listing all active risk assessments.

The screenshot shows the 'WHS Risk Register' page. It features a table of active risk assessments with columns for Ref., Risk Assessment, Risk Owner, Business Unit, Affected Area, Risk Assessment (Current/Residual), Last Review, Next Review, and Comments. The table lists 10 risk assessments, all with a 'Low' risk level. The page includes navigation tabs at the top (Back, New, Filter, Refresh, Delegation, Print, Export, Help) and a sidebar with 'Risk Register', 'Awaiting My Approval', 'My Draft Risks', and 'My Peer Reviews'. A 'Show 20 Risks per page' dropdown is also present.

Ref.	Risk Assessment	Risk Owner	Business Unit	Affected Area	Risk Assessment		Last Review	Next Review	Comments
					Current	Residual			
5606	GELI Activities - Mt Gravatt Lookout Walk	Tracey Walker	Griffith English Language	Off Campus	Low	Low	30/05/2019	30/05/2021	
5605	EFR: Avagard Antiseptic hand Rub with Chlorhexidine Gluconate	David Lambert	Environ Futures Research Inst	N55_2.22 Laboratory - Wet	Low	Low	30/05/2019	30/05/2021	
5604	GELI Activities - Lifeline Bookfest Volunteering (Brisbane)	Tracey Walker	Griffith English Language	Off Campus	Low	Low	30/05/2019	30/05/2021	
5603	GELI Activities - Federation Trail Nature Walk (GC)	Tracey Walker	Griffith English Language	Off Campus	Low	Low	30/05/2019	30/05/2021	
5602	Lone Pine Koala Sanctuary Day Trip, T2 2019 - Risk Assessment	Estelle McCabe	Student Experience	Off Campus	Low	Low	30/05/2019	30/05/2021	
5601	Risk Assessment - International Orientation Welcome Market - Gold Coast and Nathan - T2 2019	Estelle McCabe	Student Experience	Campus Heart (N75), Academic 2 (G06)	Low	Low	30/05/2019	30/05/2021	
5600	Risk Assessment - Twilight Tours - Broadbeach and Brisbane City - T2, 2019	Estelle McCabe	Student Experience	Off Campus	Low	Low	30/05/2019	30/05/2021	
5598	Ventolin Inhaler Reliever	Leeanne Kaire	Sch of Dentistry and Oral Hlth	G40_3.44 Circulation - Secondary, G40_3.70C Clinical - Dental, G40_3.65 Clinical - Dental	Low	Low	29/05/2019	29/05/2021	
5597	Formic Acid	Dale Prebble	Sch Environment & Science ESS	G51_2.29 Laboratory - Wet	Low	Low	29/05/2019	29/05/2021	
5591	Expression and purification of alpha-synuclein from Escherichia coli (E. coli) strain BL21 [DE3]	Dale Prebble	Sch Environment & Science ESS	N75_1.39 Laboratory - Wet, G51_2.26 Laboratory - Wet, G51_2.29 Laboratory - Wet	Low	Low	29/05/2019	29/05/2021	
5587	Xylonor Spray	Leeanne Kaire		Organisation wide	Low	Low	28/05/2019	28/05/2021	

NOTE: there are tabs for the 'risk register' and 'my drafts risks'. There can be extra tabs depending on your access. There are also three boxes below the tabs: Active, Archived and All.

Introduction to functionality



Use the Filter button to search for risk assessments. A search can be completed on the risk name, description, number, factor, rating, owner and business unit. Once applied, this will limit the risk assessments appearing in the register.



A Risk Approver can delegate their authority to another staff member when required. Choose the Delegation button on the WHS Risk Register and select a staff member to delegate authority to.

NOTE: The person who has been delegated authority will be notified via e-mail. The notification centre on their dashboard will advise of the delegation. This will not alter the workflow for the approval process and the risk approver can choose not to receive e-mails. The delegated person can then approve risk assessments as assigned.



The Export button on the WHS Risk Register exports risk register details within the chosen register to an excel spreadsheet. Once the data is exported it can be printed or manipulated in excel. When editing or writing a risk assessment it will be exported to a word document.



The View button will allow you to view a risk assessment and depending on your access allow you to edit, archive, or invite another person to view the risk assessment. Workflow will then alert the invited person of the risk assessment for their viewing.



To conduct a formal review of an active risk assessment, click on the Formal Review icon. Choose the 'Next' button to navigate through the screens, enter details of the

assessment team and make changes to the risk assessment where necessary. Enter a brief summary of the changes to this risk assessment as part of the review process.



Risk review history icon will show the summary of a formal review or peer review.



The Audit button will bring a pop-up window giving the audit trail of the actions performed on the risk assessment.



Risk Assessments can be Archived if no longer relevant or required. When choosing this function, a pop-up window will appear for you to enter a reason for archiving the risk assessment. This will appear in the audit notes. Archived risk assessments can also be un-archived.

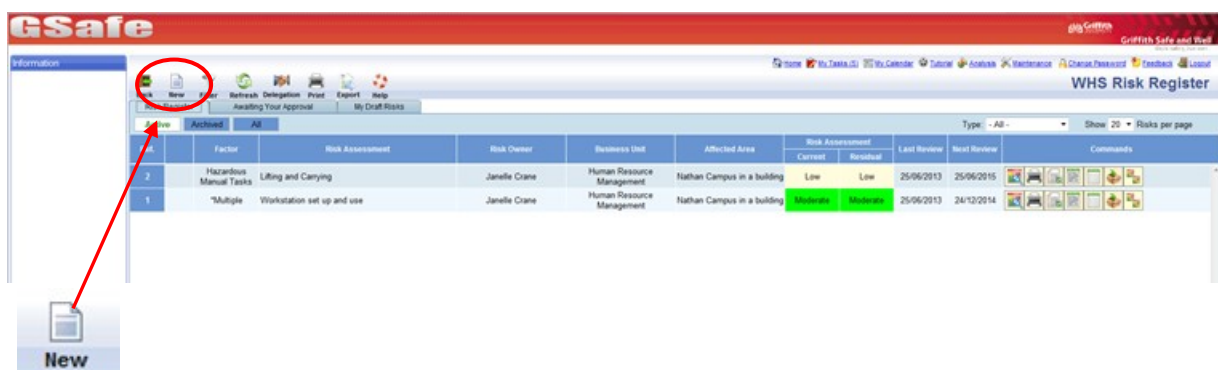


This function produces an identical risk assessment (excluding Risk Assessment Team details) with the option to edit all other aspects of the risk assessment. Click on the clone button then confirm that you wish to clone the risk assessment this will then create a copy in 'My Drafts Risks'.

PART 2 Completing a Risk Assessment

Preparing a new risk assessment

To prepare a new risk assessment click the new button on the top left of the screen.



The following screen will appear

Important functions



Mandatory fields are indicated by the white arrow in the red circle.



A search box will open to find a person, location or business unit. When searching for a person in the risk register using employer ID the 's' is not required just the number.



Indicates a text box with spellcheck.



Save Button. Periodically save when writing your risk assessment.

Page 1 of Risk Assessment

Insert the **Risk Assessment Name** as a simple description of the risk assessment. Business units may wish to choose naming protocols to suit your group or if for a course add the course number. For example, if you are part of the Health, Safety and Wellbeing Team you could start the name with 'HSW'. Undergraduate students must put in course and appropriate name. Examples below.

- HSW_ 'Name of project'
- 1511ENV_Yarrabillba Field Trip
- IAP_6007ENG_ 'Name of project'

Describe task/use is the field used to describe in detail what the risk assessment is covering. The physical requirements of the task, description of process, course being assessed, or hazards involved should be included here. Please note there is a limit to the number of characters available in the textbox.

Tip If you have a long multistep process you can attach it as a document or as a Standard Operating Procedure (SOP).

The **Risk Approver** will default to your immediate supervisor however this can be changed at the time of entering a new risk assessment. Once a risk assessment is submitted, the risk approver will receive an e-mail advising them to review the risk assessment.

Risk Owner will default to the person entering the risk assessment, however this can be changed to enter a risk assessment on behalf of another person.

List the names of other people involved in undertaking the risk assessment in the **Assessment Team** box.

The screenshot displays three sections of the risk assessment form:


- Effect:** Includes a globe icon and three radio buttons: "Organisation Wide", "Location Types", and "Specific Location(s)". The "Specific Location(s)" option is selected.
- Location:** Includes a building icon and two radio buttons: "On Campus" (selected) and "Off Campus". Below are three text input fields. The first two contain "N34_0.19 Laboratory - Wet" and "N34_0.18 Instrument Room". Each field has a magnifying glass icon and a red "X" icon to its right.
- Business Unit:** Includes a group of people icon and a single text input field with a magnifying glass icon and a red "X" icon to its right.


Effect box. For most risk assessments you will need to check the Specific Location(s) in the Effect box and add your business unit

Locations for on campus activities can be searched and multiple locations added if needed.


Business Unit can also be search for. Note you will not see the business unit (School or institute) box unless you have checked Specific Location(s) in the **Effect** box. It is important to add your business unit.

Documents referenced:






Restricted Risk Assessment?


☒ No ☐ Yes

Attachment



Documents Referenced Record all documentation relevant to the risk assessment here such as Codes of Practice, standards, journal articles, policies and procedures.

Restricted Risk Assessment allows restricted access to assessment that covers sensitive or security-related activities/projects/undertakings.

Attachments Add any attachments to your risk assessment (including scanned hardcopy risk assessment, chemical risk assessments, safe work procedures, photos). There is a 4.1 Mb size file limit on any attachments.

NOTE: A chemical risk assessment (CRA) should be done for all chemicals and attached to the GSafe risk assessment. A template for a CRA and guide is available on the Health, Safety and Wellbeing site under Risk Management.






















Click the 'Next' button at the top of the page to continue with page 2 of the risk assessment process.

Please refer to the Griffith University [Risk Management Guide](#) for further assistance in how to identify hazards and assess risks.

Page 2 of Risk Assessment

The Activity Description in **step 1** of page 2 in the GSafe Risk Assessments module is a new enhancement that allows you to describe multiple tasks within an assessment. Each assessment can be divided into sections by completing the "Activity Description" section for each task associated with an activity. This gives you the option to easily assess multiple tasks together, under the one Risk Assessment. For example; all activities for a course or an event can be combined; or a risk register for a business unit could be created in GSafe.

The example below is for a course that has lectures, studios, off-campus activities and assessment.

Step 1	
Activity Description 	Task based assessment
<div>Lecture</div> <div>Weekly 2 hour lecture in a University building.</div> <div>      </div>	
<div>Studio</div> <div>Studio activities which may include working with tutors and working alone. Activities will include computer base work</div> <div>      </div>	
<div>Off campus activities</div> <div>Week 4 - Visit to park X Week 8 - Visit to construction site X.</div> <div>      </div>	
<div>Assessment items</div> <div>Presentation to peers, class and possible guests. Project work.</div> <div>      </div>	



Will allow risk Activity Description (Step 1) to be added, ordered or deleted. These buttons are also available in Step 2, 3 and 5.

Step 2 is to identify the risk factors.

Listed below are some of the various types of risk factors:

- Energy; contains the hazards of electrical, laser, noise, radiation and vibration.
- People; comprised of hazards such as: psycho-social, travelling/journey, working alone/late, working from home, client interactions.

- Physical; includes hazards such as: confined spaces, construction work, environmental conditions, evacuation, field work, first aid, slips/ trips/ falls, work area design, objects and working at heights.

For further guidance on risk factors see the Hazard Identification Table on the Health, Safety and Wellbeing site.
















































Select a specific risk factor. You will be given options to describe and consider the factor.

Add details about the description of the risk factor and specifics for consideration in the free text box. This free text box is a mandatory field. For example: If the risk factor is 'Energy' and the description is 'Electrical' the first consideration may be 'Equipment'. In the free text field that may include 'Persons potentially exposed to damaged or faulty electrical equipment resulting in risk of electric shock, burns or electrocution in severe instances'.

If you have attached an SOP or similar documentation that already has the risk factor and controls for the activity you can put in the text box 'see attached SOP'.

Add more risk factors using the plus '+' button.

NOTE: details in the free text box appear in the printed risk assessment. To get a complete picture of your risk assessment, ensure all relevant information is entered in the free text boxes.

Step 2 Risk Factor and Risk Description	Step 3 Existing Control(s)	Step 4 Current Rating	Step 5 Proposed Control(s)	Step 6 Who is responsible?	Step 7 Residual Rating
<p>Chemical</p> <p>See attached Chemical Risk Assessment for risks associated with various chemicals.</p> <p>Describe:</p> <p>c. Hazardous Chemicals (Review SDS)</p> <p>Consider:</p> <p>--</p> <p>     </p> <p></p>	<p>Select hierarchy of control and describe the existing control</p> <p>1. Eliminate</p> <p>Elimination considered but not reasonably practicable.</p> <p>     </p> <p>2. Substitute</p> <p>Substitution considered but not reasonably practicable.</p> <p>     </p> <p>3. Isolate</p> <p>Preparation of DNP solution to done in a secure facility.</p> <p>     </p> <p>4. Engineer</p> <p>General ventilation of laboratory. Free standing extraction Mixing of chemicals done in fume cupboard.</p> <p>     </p> <p>5. Administrative</p> <p>All staff (ONLY) participating in this activity must have completed the Local Area OH&S induction and all online GU online OH&S training modules appropriate to laboratory staff. Access to safety shower and eyewash station.</p> <p>     </p> <p>6. Personal Protective Equipment (PPE)</p> <p>Must wear Safety glasses, Lab Coat and latex gloves. (see attached CPRA) Must wear enclosed shoes/boots.</p>	<p>Medium</p> <p>Matrix</p>	<p>-- Select Hierarchy of Control --</p> <p>     </p>	<p>Who is responsible?</p> <p>Select the person and due date?</p> <p> </p> <p> </p>	<p>Medium</p> <p>Matrix</p>

Step 3 Controls

When you have identified your risk factors you can add existing controls. In accordance with the WHS Law, you must consider the hierarchy of controls, which starts with elimination. Can you eliminate (get rid of) the identified risk factor? If not, can you substitute (e.g. safer alternative) the identified risk factor? If the identified risk factor cannot be eliminated or substituted, consideration must be given to isolation, use of engineering controls (e.g. attach guards to the machine), use of administrative controls (training, safety procedure, supervision), and PPE (personal protective clothing and equipment).

One way to demonstrate that you have considered the hierarchy of control, is to select both eliminate and substitute as controls for each identified risk factor and make a generic statement like - "Elimination was considered but not reasonably practicable".

Each control option should have a thorough description of what the control is, why it was chosen and how it has been implemented. The free text box under the chosen control has unlimited characters and is a mandatory field.

Each specific risk factor must have a control option and description entered in the free text field. Where no additional existing control is required, or no proposed control is set, the 'Not applicable' option can be selected with NA written in the free text box.

Examples of Controls

Substitution

- Substitute a with a less hazardous substance/plant/equipment.

Isolation

- Working in a glovebox.

Engineering Controls

- General Ventilation.
- Working in a fume cupboard, biosafety cabinet or paint booth.
- Working under an extraction arm.

Administrative controls.

- WHS online training modules completed.
- Access to safety shower and eyewash statement.
- Access to first aid kit.
- Access to chemical manifest and Safety Data Sheets (SDS)

PPE

- Enclosed boot or shoe.
- Safety glasses or goggles.
- Laboratory coat/gown.
- Gloves (specify type and material)

Step 4 Current Rating

Determine the current risk rating with existing controls by clicking on the 'Matrix' button and the Griffith University Risk Matrix will provide scoring options from Low to Extreme.

NOTE: Each risk factor must be rated as per the Griffith University risk matrix.

Step 5 Proposed Controls

Using the Hierarchy of Control, select and describe any new proposed controls to mitigate the risk. The free text box is a mandatory field and must contain information about the proposed control.

If a decision is made to accept the current level of risk, the 'Not applicable' option can be selected with NA written in the free text box. Alternatively leave step 5 blank and then step 6 will not need to be completed that is both step 5 & 6 are blank.

Step 6 Who is responsible.

Nominate the person responsible and expected completion date for each of the proposed controls (Step 5). This will be added to the nominated person's 'My Tasks module'.

Step 7 Residual Rating

Consider how much your proposed controls will reduce the risk and determine the Residual Risk rating using the Griffith University Risk Matrix by clicking Matrix button.

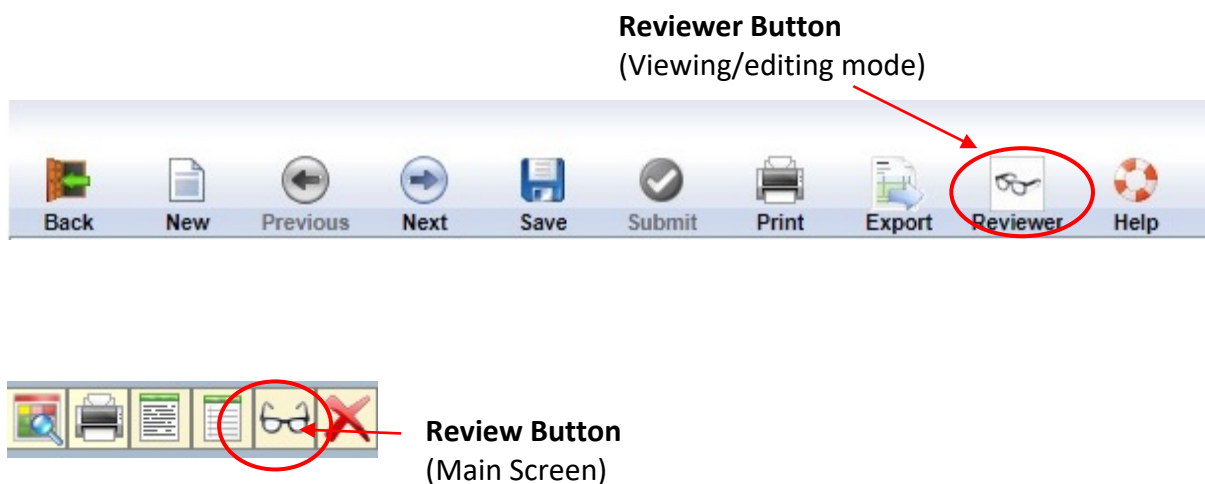
NOTE: If you have not added any proposed controls in step 5 the residual risk rating will be the same as Step 4 (Current Rating).

Save the risk assessment and Submit the risk assessment.

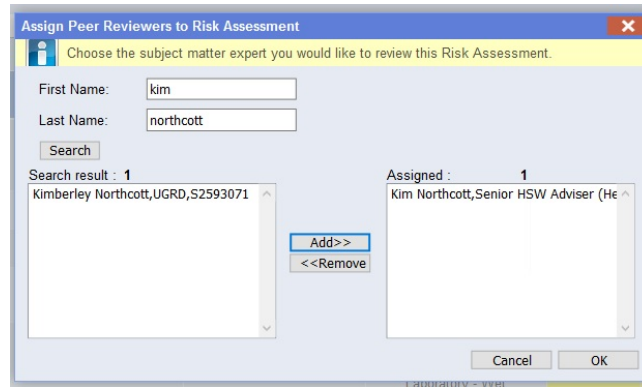
NOTE: The save option allows the Risk Owner to print and review the assessment prior to submitting and provides the option to make changes. In some instances, the author of the risks assessments is not the risk owner. Saved risks assessments will found in the author's 'My Drafts Risks' until they have been submitted. Once submitted, the status will change to 'Awaiting Approval' by the risk approver.

PART 3 Peer Review

Before submitting to the risk approver, you may want to invite a colleague to peer review the assessment. You can do this while in viewing/editing mode in the risk assessment or from the main screen in 'My Draft Risks' tab.

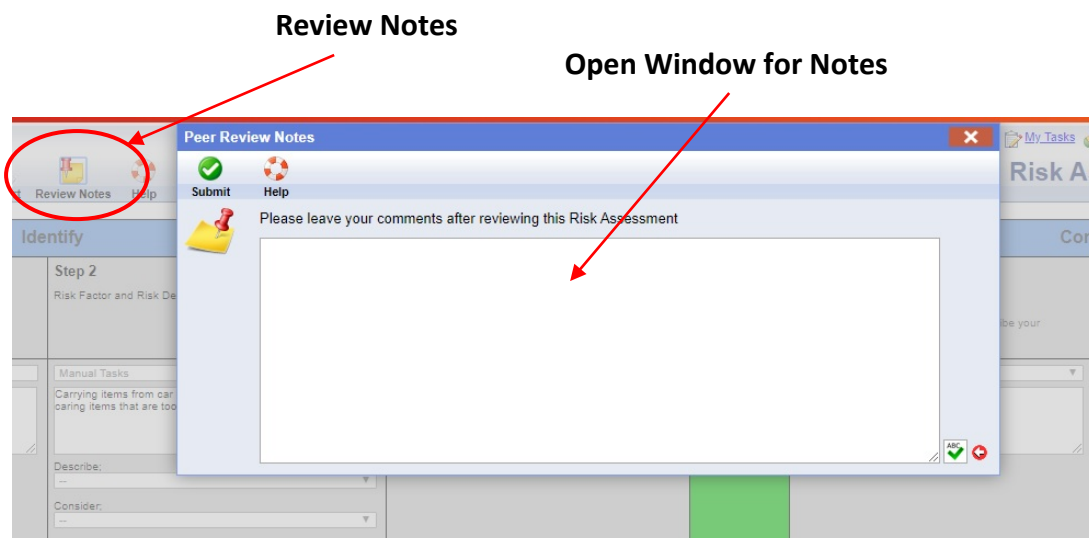


Click on the reviewer button and a search window will appear. Search for your colleague and add them to the assigned window.



When you press ok, GSafe will send an email to them inviting them to peer review the risk assessment.

The peer reviewer can link to the risk assessment or log into to GSafe and go to the 'My Peer Review' tab and view it. After viewing, the reviewer clicks on 'Review Notes' button and adds their notes into the pop-up window. After finishing their notes they click on submit which will generate an email to you advising it has been done.



Once you receive the email advising you that the peer review has been completed either follow the link in the email or return to your 'My Drafts Risks' tab in GSafe. Click on the Review History button on the main page to view the peer reviewers report.



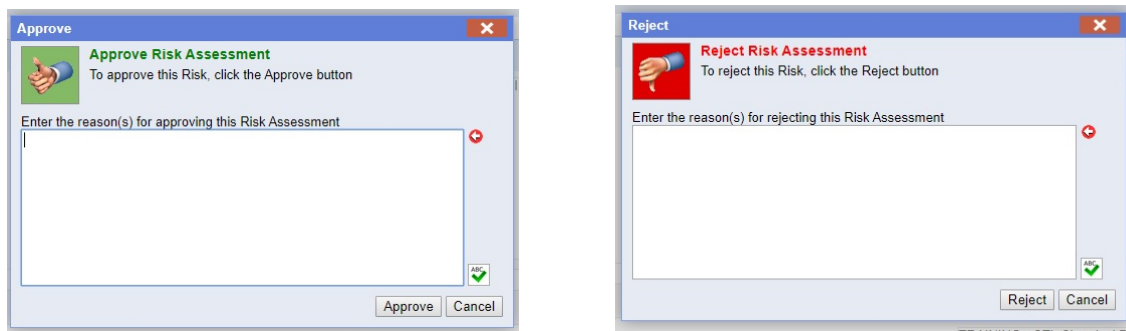
Make any appropriate changes to your risk assessment then save and submit for approval.

PART 4 Approval Process

The Approver will receive an email requesting to approve a GSafe risk assessment, click on the link to access the risk assessment. Alternatively, the Manager/Supervisor Dashboard shows WHS Risks awaiting approval in the Notification Centre or go to the 'Awaiting Your Approval' tab in the risk register. You have the option to View, Accept or Reject the risk assessment.

NOTE: When risks are awaiting approval, they remain in 'My draft risks' of the author.

When the approver, approves or rejects the risk assessment, a pop-up box will appear for you to enter an explanation or comment on why the risk assessment was either approved or rejected.



Reasons for rejection can be viewed using the Audit button for the risk on the WHS Risk Register. If rejected, the status will change from 'Awaiting Approval' back to 'Draft' and the Risk Owner will receive an e-mail, advising them of the rejection and why. The Risk Owner can open the risk assessment by selecting the View option and make necessary adjustments to resubmit.

NOTE: When a change is made to an approved risk assessment, the approval process will begin again.

PART 5 My Tasks

My task appears on the dashboard in the top right-hand corner.



Various options are available to action tasks. The icon (picture of a risk matrix) will appear against tasks that have been assigned.

A red flag will be indicated when a task has been escalated to a supervisor as it is overdue for completion or has been open without action for a specified number of days.



The binoculars provide the option to open and view the details of the task.



The Notes icon will appear at the bottom of the page (a split page) when the task is highlighted if there are any notes related to the task.



The Transfer button enables tasks to be transferred to a more appropriate responsible person. A reason for transfer will be required and this will appear in the audit notes for the risk assessment.

Tasks can be ticked completed or monitored via an approximate percentage. Use the drop-down menu next to the number to change the percentage of task completed.

% Complete	
25	%

Save any changes you make before you leave the My Tasks page.

NOTE: In a risk assessment once the implementation of additional control measures are marked as complete, the proposed control will automatically transfer to the existing controls column.

PART 6 Formal Review

To conduct a formal review of an active risk assessment, click on the Formal Review icon.



Step 1 of 5 - Risk Review window will appear which gives the name of the risk assessment and purpose of review.

Once read click on the next button to proceed. Step 2 of 5 - Risk Review will give the date of the review and the review team.

Use the next button to proceed to step 3 where you can edit any changes to page 1 of the risk assessment. Proceed to step 4 and make any necessary changes to page 2 of the risk assessment.

In step 5, enter a brief summary of the changes to this risk assessment as part of the review process. Submit your review.

PART 7 Cloning

Cloning a risk assessment should only be used for similar activities with similar risks and must be carefully edited.



Click on the clone button then a pop-up window will open asking if you want to clone this Risk, click on the 'OK' button. GSafe will then generate a copy of the risk assessment into "My Drafts Risks" with a new risk reference number.

Click on view button on the risk assessment and make the appropriate changes. After cloning you will see that the risk owner and approver will change. None of the attachments from the original risk assessment will be cloned.

Edit Page 2 of the risk assessment carefully as it will be copied exactly. When you have finished editing save it and submit it for approval.